Painsley Catholic College

Educational Visits Policy

INTERNAL POLICY

Approved: September 2026

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St Gabriel the Archangel Catholic Multi-Academy Trust

Contents

1. Introduction
2. Legislation, Policies and Guidance
3. Roles and Responsibilities
4. Planning and Preparation
5. Induction, Training, Apprenticeship and Succession Planning
6. Monitoring
7. Risk Assessment and Risk Benefit
8. Personnel Matters
9. Volunteers
10. Communication and Consent
11. Emergency Procedures and incident reports
12. Charging and Insurance
13. Residential Visits
14. Data Protection
15. Oversubscription

Appendix 1. Proposed Visit Planning Form

Appendix 2. Example Risk Assessment template

Appendix 3. Volunteer behaviour and Code of Conduct

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1. Introduction

Educational visits are activities arranged by, or on behalf of, our College, which require students to leave the college premises, having been authorised to do so by the headteacher or other designated member of staff.

Educational visits are a valuable way to gain knowledge and experience beyond the classroom. Supplement and enhance the curriculum, expand pupils' education and provide enriching social and cultural experiences. Teach life skills, problem solving and independence, providing a foundation for lifelong learning. Which forms an integral part of our approach to furthering our pupils' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area *(See Local Area Visits Policy for further information)*
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the College
- Trips abroad organised by the College

2. Legislation, Policies and guidance

This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education
  - Local Area Visits Policy
  - Data Protection Policy
  - Safeguarding Policy
  - Health and safety policy
  - Charging and remissions policy
  - Values and Expectations policy
  - Child protection policy
  - First aid policy
  - Supporting pupils with medical conditions policy
  - Special educational needs (SEN) policy
  - Equality information and objectives
  - Accessibility plan
  - OEAP National Guidance

This policy also complies with our funding agreement and articles of association. In the event that there is conflict between the College's policy or OEAP National Guidance, the College's policy must be followed and clarification sought from the Headteacher, EVC or Leadership.

3. Roles and responsibilities

3.1 Board of Governors

- The Board of Governors are responsible for approving the Educational Visits Policy.

3.2 Principal

The principal is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the EVA to approve residential trips of more than 24 hours

3.3 The educational visits approver (EVA)

- The EVA will have an overview, approve and provide guidance in accordance with the College Policy and the OEAP guidance utilising the Evolve system. Our EVA's are Mr G Lloyd and Mr S Meese.

3.4 The educational visits co-ordinator (EVC)

Mrs C Talbot is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

3.5 Visit lead

Every educational visit will have 1 member of staff designated as the visit lead. The visit lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments. All visits must be entered on to the Evolve system, and follow the authorisation process.
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

3.6 Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the principal
- Carry out any required risk assessments and work with the visit lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs

- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

3.7 Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

3.8 Volunteers

Volunteers attending school trips, including parent/carer volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the visit lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

3.9 Pupils

Our College Values and Expectations Policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our values and expectations before going off-site for a visit, and will be expected to uphold the college's values and expectations policy at all times.

External Visits

Any pupil with **50 or more negative behaviour points** may not be allowed on a non-compulsory / examined assessment related visit as they will not have displayed the expected level of behaviour to appropriately represent the college off-site. Any decision will be final and could result in a refund not being given. We will consider on a case- by case basis whether a pupil's SEND has contributed to their behaviour points (not every incident of misbehaviour will be connected to their SEND) and where appropriate will make reasonable adjustments. Any decisions relating to this will be at the discretion of each student's pastoral lead or Leadership PL. Students can earn places on trips if they meet targets that are set by their Pastoral Leads (reduction of points over a time period) – this will be decided on each trip.

Sports teams and representing the College

Any pupil that is accumulating a significant number of behaviours points (**over 75**) may not be allowed to compete in Painsley Sports teams or represent the school at sporting events. Any decisions relating to this will be at the discretion of each student's pastoral lead or Leadership PL. Students will be given a set time limit in which to reduce behavior points given and must meet this target if they are to continue representing the college at sporting events.

4. Planning and preparation

The decision on whether or not a visit will take place will be made by the Principal, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Inclusion and accessibility
- Relevant experience of Visit Lead
- Evaluation of External Providers

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks
- Validation/Accreditation of External Providers
- Purpose or intent outcome of visit

See **appendix 1** for our trip information form for the planning and approval of a visit.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the headteacher will seek approval of the governing board.

Once the risk assessment has been approved by the headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate visits after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

4.1. Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

SEND

If a pupil with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical/dietary conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the visit programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a visit to protect their safety and the safety of the other pupils attending.

(See our Values and Expectations Policy ref. External Visits)

5. Induction, Training, Apprenticeship and Succession Planning

All staff receive Health and Safety inductions, including basic first aid training annually. Staff can obtain a copy of the Educational Visits Pack including H&S on school visits checklists.

The EVA/EVC must receive accredited training and revalidation when required.

The Visit Leader must have sufficient experience, knowledge and training to carry out the visit.

Heads of Departments ensure succession planning is in place to continue to provide outdoor and external educational visits to further enhance the curriculum.

6. Monitoring

Monitoring will take place from the start to the end of the educational visit.

The visit leader and staff attending the visit will provide feedback and monitoring, utilising the Evolve evaluation system.

The EVA/EVC will monitor the visit form place on to the Evolve system. In some instances the Principal/EVC will attend visits to ensure good practice.

The Principal and Vice Principals will monitor the visits and provide assistance in the event of an emergency.

The Principal will have a regular check in with the Visit Lead on Residential visits.

Peer monitoring will be implemented using the MAC coaching practices currently in place.

7. Risk assessment and Risk Benefit

We will carry out a full risk assessments following the recommended timescales in the Entrust SLA.

Recommended Timescales for establishments BEFORE THE VISIT			Entrust EVA Team's Agreed Timescales		
	VL >>>> Creates	**EVC >>> Checks**	**ENTRUST > > Comment**	**HEAD > Approves**	**ENTRUST Acknowledge**
Local Area Visits	As School Policy	Not Required			
All other	1/2 Term	2 Weeks	Not Required	1 Week	Not Required
Additional Risk (Adventurous)	1 Term	5 Weeks	3 Weeks	1 Weeks	1 Week
Residential UK	1 Term	6 Weeks	4 Weeks	1 Weeks	1 Week
Foreign	1 Year - 2 Terms	10 Weeks	6 Weeks	1 Weeks	1 Week

Time scales are all in advance of the visit date.

Time scales exclude school holidays.

The timescales in orange are minimums set out in the Entrust SLA

This will be completed using the college's risk assessment template in the shared area/educational visits pack, and approved by the Principal/EVC. EVC has received risk assessment training. Existing risk assessments or those provided by the destination itself might also be used to support this process, however specific risk assessments will be required for each visit that is not covered by the local area visits procedures. Dynamic risk assessments should take place on every visit. The risk benefit should always be considered in line with the intended outcome *(See OEAP National Guidance document 4.3g "Risk Management – What to Record and How").*

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the headteacher, and a copy taken on the visit and another copy left with the EVC on the Evolve system.

7.1 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. *(See OEAP National guidance - 4.3b "Ratios and Effective Supervision")*

On all educational visits, we will make sure:

- At least 1 male and 1 female supervising adult is present (for mixed pupil groups).
- At least 1 supervising adult able to administer first aid is present on all trips
- At least 1 qualified paediatric first aider is present on all trips. *(Refer to the First Aiders List)*
- Appropriate first aid equipment will be take on all trips, in accordance with the College's first aid and health and safety policies. These can be prepared by Mrs Sedgwick at Student Enquires.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or rollcalls

7.2 Transport

Transportation for trips will be organised by the visit leader, in line with our safety procedures including business insurance, safeguarding, and risk assessments. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the College site.

7.3 Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on health and safety on educational visits to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

A preliminary visit must be undertaken if in doubt of any aspect of the visit, to ascertain control measures and risk assess.

8. Personnel Matters

The staff code of conduct and personnel policies in College apply to all educational visits.

All staff must make the visit leader aware of any medical/dietary conditions, safety, capability or judgement issues, in advance of the visit.

Private cars must only be used in emergencies, business insurance should be a minimum requirement.

All resources such as personal protective clothing and equipment must be sourced via the finance department and included within the budget of the educational visit.

Guidance, training and support can be sought from the Principal, EVA, EVC and previous visit leaders. Referral to the OEAP National guidance in the first instance.

The College insurance covers educational visits, should any activity require specialist insurance please check with the EVC in advance of booking the educational visit/activity.

9. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **appendix 1** for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

10. Communication and consent

We will aim to contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter or email, and information provided will include the date, travel times, destination, purpose of the visit.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the College
- Expected behaviour and consequences of pupils' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

11. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The visit leader will be familiar with these plans for each visit.

In the case of an emergency, the visit leader or other supervising adult will contact the Principal or second emergency contact on the Evolve form and/or school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the visit leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the visit leader will contact the school office who will notify the parents/carers. The visit leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the student when found. The remaining staff and adults will return to the school with the rest of the students.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

12. Charging and insurance

We will follow our college's charging and remissions policy at all times.

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours **if** it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

13. Residential visits

The principal, together with the EVA, will approve all residential trips longer than one month in advance.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities holds the LOtC Quality badge or similar local accreditation. We will follow the Foreign and Commonwealth Office's overseas travel guidance and foreign travel advice when organising these visits.

14. Data Protection

Information about staff and students will be subject to Data Protection, including any photographs, electronic trackers.

It is vital for health and safety of those involved in the visits that the relevant information is made available to leaders and external providers for planning activities, and in the event of an emergency.

16. Oversubscription

All oversubscribed trips and visits will have a publicly drawn ballot, including numbered reserved places. Ballots may be drawn with the line manager for the department.
In line with our PP first strategy 10% of all spaces will be reserved in the first instance for PP students. If they are not taken up by PP students, they will be available to all.
Consideration is given to the values and expectations policy;

External Visits

*Any pupil with **50 or more negative behaviour points** may not be allowed on a non-compulsory / examined assessment related visit as they will not have displayed the expected level of behaviour to appropriately represent the college off-site. Any decision will be final and could result in a refund not being given. We will consider on a case- by case basis whether a pupil's SEND has contributed to their behaviour points (not every incident of misbehaviour will be connected to their SEND) and where appropriate will make reasonable adjustments. Any decisions relating to this will be at the discretion of each student's pastoral lead or Leadership PL. Students can earn places on trips if they meet targets that are set by their Pastoral Leads (reduction of points over a time period) – this will be decided on each trip.*

Appendix 1: proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to the finance team/principal.

Name of staff member proposing the visit:

Date of request:

Response required by (date):

Proposed trip information

	TRIP INFORMATION	ADDITIONAL COMMENTS
Destination		
Trip date		
Travel distance		
Length of stay		
Purpose of visit / educational benefits		
Number and age of pupils		
Transportation options		
Cost breakdown, including multiple options where available		
Resources required, including: › Staffing › Volunteers › Physical supplies › Transportation		
Accommodation options, where needed		
Additional Insurance needed, where applicable		
Complete the Costing Spreadsheet	S:\Whole School\Staff College Handbook 2024-2025\Evolve\Educational Visits Forms.xlsx	
Input on to the Evolve System		

Appendix 2: risk assessment template

Date of assessment:

Date(s) of trip:

Trip leader:

Assessor:

Trip destination:

Checked by:

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU ALREADY DOING?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
E.g. slips and falls caused by wet floor	Pupils and staff	Appropriate footwear to be worn, first aid kit to be carried at all times	Follow additional instructions from destination staff as appropriate	Trip leader	Duration of trip	

Appendix 3: volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending college visits. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the college. If you feel you cannot agree with this code, please speak to the visit leader at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

This volunteer code of conduct will be used alongside the school's parental code of conduct, which can be found www.painsley.co.uk

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Print Name:

Date: